



San Bernardino County Sheriff's Court Services Bureau
Civil Process Instructions



Vs.

Case No.

Plaintiff

Defendant

Next Court

Date

TYPE OF PROCESS:

- | | |
|-------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Claim of Plaintiff & Order | <input type="checkbox"/> Notice (3 Day Notice or 30 day Notice) |
| <input type="checkbox"/> Claim of Defendant & Order | <input type="checkbox"/> Subpoena (Civil or Criminal) |
| <input type="checkbox"/> Order of Examination | <input type="checkbox"/> Subpoena Duces Tecum (Civil) |
| <input type="checkbox"/> Summons & Complaint | <input type="checkbox"/> Civil Bench Warrant |
| <input type="checkbox"/> Summons & Complaint Unlawful Detainer | <input type="checkbox"/> Writ of Execution |
| <input type="checkbox"/> Prejudgment Claim of Right to Possession | <input type="checkbox"/> Writ of Possession (Eviction) |
| <input type="checkbox"/> Summons and Petition | <input type="checkbox"/> Declaration RE: 4 Hour Notice |
| <input type="checkbox"/> Order to Show Cause | <input type="checkbox"/> Temporary Restraining Order |
| <input type="checkbox"/> Other: _____ | |

- ☐ **SUBSTITUTE SERVICE IS AUTHORIZED PURSUANT TO SECTION 415.20 (ADDITIONAL COPY OF PROCESS REQUIRED FOR MAILING.)**

BY AUTHORITY OF THE ACCOMPANYING WRIT OR CIVIL PROCESS, YOU ARE HEREBY INSTRUCTED TO PERFORM THE FOLLOWING:

SERVE / LEVY ON: (Name of Defendant or Business: _____)

ADDRESS: _____

ADDITIONAL BUSINESS ADDRESS: _____

PHYSICAL DESCRIPTION OF PERSON:

☐ Male ☐ Female Age _____ DOB _____ Height _____ Weight _____
Race _____ Eyes _____ Hair _____ Scars/Marks/Tattoos _____

PLAINTIFF'S / REQUESTOR'S INFORMATION (required): (NO REFUNDS AFTER PROCESSING)

⇒ _____
Signature (or authorized agent)

⇒ _____
Print Name

⇒ _____
Today's Date

⇒ _____
Mailing Address (for Proof of Service)

⇒ _____
City State Zip

⇒ _____
Daytime Phone Number

Email address (optional): _____